



## Missing Child Policy



This policy should be read in conjunction with the whole school's Health and Safety Policy.

Our children's safety is our highest priority at all times when on or off the premises. Every attempt is made to keep the exit/entrances as secure as possible so the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is as follows:

### Procedure

- As soon as a child is noticed as missing the key person/staff member alerts the Preschool Leader
- The Preschool Leader will carry out a search of the building and outside area.
- The register should be checked to ensure no other children are missing.
- Doors and gates are checked to see if there has been a breach of security whereby the child could wander out.
- The Preschool Leader contacts the Head teacher and reports the incident.
- If the child is not found, the Parent/Carer is contacted and the missing child is reported to the police.
- The Preschool Leader should talk to the staff to find out when and where the child was last seen and record this.
- The Preschool Leader, Head teacher and a committee of Governors will carry out an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to parents in order to prevent a recurrence of the situation. The outcome of this investigation will be minuted and shared with the full governing body.
- An action plan will be put in place to address the findings. If it is found to be gross misconduct on behalf of an individual then the schools disciplinary policy will be followed. A Health and Safety issue will be addressed immediately to ensure continued safety and security of the site.

### Missing Child on an Outing

- Immediately that it is noticed that a child is missing, staff on the outing will be asked to stand by their designated person and a headcount will be taken, to ensure no other child has gone astray. A staff member should search the immediate vicinity but does not search any more than that.

- If in an indoor or outdoor venue, staff must contact the venue's security immediately so that they will aid in the search and contact the police if the child is not found.
- The Preschool Leader should be contacted immediately and the incident reported with actions being taken. S/he will immediately inform the Head teacher. If the Preschool Leader is at the venue then she must contact the Head teacher directly and keep her informed of the incident and actions taken.
- The Preschool Leader or Head teacher will contact the police and reports the child missing if the group is not at a secure venue i.e. local walk.
- The Preschool Leader contacts the Parent/Carer and is given contact details and where/how to meet the Preschool Leader in case the child may have been found and returned to the setting.
- Staff will only take the children back to the setting when instructed by the Preschool Leader or Headteacher
- The responsible member of staff maybe asked to stay at the venue indoor/outdoor until the issue is sorted out. An investigation, as described above, will be carried out by the Pre-School Leader, Head teacher and a committee of Governors. All relevant policies will be reviewed and actions taken where necessary.
- OFSTED and PATA must be informed.
- In the case of an extraordinary event the Emergency Response Procedures must be followed.

Reviewed Summer Term 2018

This Policy will be reviewed Summer Term 2020